



October, 2011



# Enlightened News

Monthly Newsletter

Inspiring People to Improve Their Quality of Life through Organizing Tips!

Dear {FIRST\_NAME|Valued Customer},

This month, I decide to inform you on what I have been up to with my business.

First, I challenged myself to write a post a day for Sabrina's Organizing Enlightened Blog. In the middle of the month, I started "ABC Organizing Tips Series", where I write organizing tips that start with each letter of the alphabet. Yes, it is quite challenging and has to be quite creative when I write the posts for those rarely used letters. Check out the series at <http://www.sabrinasorganizing.com/blog>. You can also sign up for [RSS Feed](#) to get the latest posts. I am on "O is for Outdoor Equipment into Stations". Also, if you haven't visited my site, on Sundays, I offer my readers a "Weekly Organizing Challenge" to motivate them to get their house one step closer to being a tranquil and organized home. Check it out!

Second, I hit my 365th Time Saving Tips in September! So, I decide to start sharing my Time Saving Tips with my LinkedIn and Facebook friends. If you want to view my 1st to 364th Time Saving Tips, check it out at <http://twitter.com/smqorg>. I save them under Favorites.

Third, I am updating my website and plan on revealing a new and improved website design shortly. I worked on this layout for months and now, finally, am testing it. I will let everyone know when [Sabrina's Organizing](#) is updated! Meanwhile, check out the changes to [Sabrina's Organizing](#) website. I added some new buttons to the existing website.

Also, I am working on [Sabrina's Admin Services blog](#) and [website](#) as well. And, have added many free blog posts and links to the website and blog. This site is primarily for self-employed individuals who need inspiration and help juggling their business and personal lives, whether it is organizing their office, time management, or administrative help. If you know of anyone that needs this service, please forward my link to them.

Writing down these tasks made me realize how much I do in one

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**NEED DAILY INSPIRATION!**

[Click here to visit my Organizing Blog!](#)

[Click here to visit my Small Biz Admin Blog!](#)

### Quote

"Always render more and better service than is expected of you, no matter what your task may be."

~ [Og Mandino](#)

Source: <http://www.brainyquote.com/>

[Try It...Organizing](#)

5 minute organizing!

Clear out old make-up from your vanity. Anything that is over 6 months old needs to go.

month to keep all these sites updated. Try writing your "completed tasks" down and see how much you do in a month. It helps you realize you can be productive when you step back and view your "completed tasks" objectively. Have a productive month!

**Sabrina M. Quairoli**

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**Need help Organizing your goals and space to Downsize! Are you looking for help with organizing your home! I can give you a hand!**

Look at your home, are you happy with the items around you? If not, we can help you change your space by setting up goals, groups, asking you the important questions that help you make the decisions, and give you the resources to get rid of the stuff! You deserve to have a home that is relaxing and rejuvenating. Check out [my website to schedule a one on one organizing session!](#)



Please remember this newsletter is for information purposes only and is intended to motivate you to get and stay organized. If you feel overwhelmed in any way in your life or office, please consult a professional.

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